Instructions for using the FIMS automated data validation forms
(updated on February 13, 2009)

1. Log into FIMS and run the random generator Report #70 (buildings and real property trailers) or Report #70c (OSF's). Select the Site, Program, and Sample Size from the criteria screen. Choose the Report Format of MS Excel and click on Print Preview.

2. While the spreadsheet is open that contains the output from the FIMS random generator report, use the mouse to select all of the data and then type CTRL-C. <u>Very important: Do not select the header information.</u>

3. Open the data validation form (auto_dv_forms.xls or auto_dv_osf_forms) that was downloaded from the FIMS web site (http://fimsinfo.doe.gov/data_validation.htm).

4. Go to the FIMS worksheet which can be accessed by the menu bar at the bottom of the window.

5. From the FIMS worksheet, click on the cell that is labeled "paste here".

6. Type CTRL-V to paste the contents from the FIMS random generator. Once this is completed, the individual facility sheets will automatically be populated with the FIMS data. The number of completed facility sheets will vary based on the sample size you selected in Step 1.

7. Save the data validation form (auto_dv_forms.xls or auto_dv_osf_forms) once the sheets are populated with FIMS data.

8. As you complete the individual facility sample sheets as part of the validation process, the Scorecard percentages will automatically be calculated for you.

9. The Site level operating cost fields are automatically populated with FIMS data as well.

10. The forms have been formatted to print on a single page. Depending on your printer, small adjustments may be necessary to the margins in order to print on a single page.

11. Close the spreadsheet that was created as part of the FIMS random generator process.

12. Ensure that all data validation sheets are complete before you begin to complete the scorecard which is now included with the data validation sheets. If there are any sheets that are incomplete, a message in red will indicate this near the top.

13. Since the Scorecard is automatically generated for you, you will only need to input the text in the appropriate cells to complete the Scorecard. Once you have determined the overall Status and Progress ratings, input "Red", "Yellow", or "Green" in the appropriate cells. The scorecard will automatically color those cells based on your input.

Notes Regarding Trailers:

- Net Usable Sqft is not collected in FIMS for real property trailers. During your validation, if your random sample includes a trailer, just type in a value of "No" in the material variance cell for the Net Usable Sqft. This will ensure that this element will not be counted as a material variance in your overall score for Net Usable Sqft.

- Please keep in mind that trailers do not have a selection of RPV models available to choose from like building records do. If the trailer is real property, FIMS automatically uses the real property trailer model N33. For validation purposes, if you are using a FIMS generated RPV value for a trailer, the only component to be reviewed during the validation would be the Site factor (only if you have deviated from the default site factor).